



CALIFORNIA DEPARTMENT OF AGING CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | CALIFORNIA DEPARTMENT OF AGING | RELEASE DATE: | Thursday, December 11, 2008 |
| POSITION TITLE: | DEPUTY DIRECTOR, LONG-TERM CARE & AGING SERVICES DIVISION | FINAL FILING DATE: | Wednesday, December 24, 2008 |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 12112008_8 |

POSITION DESCRIPTION

The California Department of Aging (CDA) administers programs, through contracts with a broad array of local agencies, that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the State. The Department and this position are located in Sacramento, CA.

Under the administrative direction of the Chief Deputy Director of the California Department of Aging (CDA), the Deputy Director oversees the Long Term Care and Aging Services Division that administers the Older Americans Act (OAA), the Older Californians Act (OCA), and two Medi-Cal programs. CDA administers the Medi-Cal programs directly under Interagency Agreements with the Department of Public Health and the Department of Health Care Services. The Long Term Care and Aging Division has approximately 77 staff working in five branches. Each Branch is overseen by a Staff Services Manager II (SSM II).

The OAA and OCA programs are administered at the local level by 33 Area Agencies on Aging. The Multipurpose Senior Services Program is provided by 41 local agencies. CDA also certifies over 300 Adult Day Health Care providers throughout the state to assure that they meet Medi-Cal requirements. At the federal level, these programs are administered by the Administration on Aging (AoA), the Centers for Medicaid and Medicare Services (CMS), or the Department of Labor.

DUTIES AND RESPONSIBILITIES

The incumbent directs the overall administration of the Long-Term Care and Aging Services Division. Essential functions include:

Plan, organize, and direct the activities of the staff within the Division, addressing legislative, budgetary, regulatory, personnel and other key management tasks. Develop and maintain a proactive working relationship with representatives from the state and federal government, local CDA contractors, and advocacy organizations to ensure their on-going input in policy making and to most effectively leverage available resources to expand the current systems of care serving older adults,

adults with disabilities, and family caregivers.

As a member of the Department's Executive Staff, advise and consult with the Chief Deputy Director and/or the Director on factors of significant policy importance and propose recommendations to improve program performance, address emerging issues, and mitigate major problems. Develop and implement program policies and procedures; internal and external operational protocols; and required statutory/regulation changes. Actively participate in the Department's strategic planning process and lead the implementation of the Division's state plan program goals and objectives.

Represent the Department in addressing sensitive or controversial issues in meetings, workgroups or committees that may involve policymakers from the California Health and Human Services Agency, the Governor's Office, the state Legislature, and/or federal agencies. Testify before state legislative committees and serve as requested on Administration or legislative workgroups. Communicate with federal agency officials to provide input on proposed statutes, regulations or guidelines.

Travel of 10 – 15% may be required.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.
- Understanding of the Older Americans Act, Older Californians Act as well as knowledge of and experience in addressing issues pertaining to Medi-Cal program requirements.
- Ability to establish and maintain cooperative, effective working relationships with representatives from all levels of government, the public, Legislature, and Executive Branch.
- Ability to plan proactively, react to adversity effectively, and organize, coordinate, and manage, responding to multiple complex issues simultaneously.
- Ability to effectively supervise and manage the work of staff within the Long Term Care and Aging Services Division to ensure that consistent policy interpretation and guidance are provided to programs and that work deadlines are being met.
- Ability to advise executive management on a wide range of aging issues, and formulate and execute effective strategies to solve challenges.

DESIRABLE CHARACTERISTICS

Strong communication skills: ability to speak and write clearly and persuasively and listen attentively.

Seasoned, mature judgment: ability to be as firm or flexible as the situation requires.

Executive presence: ability to earn the confidence and respect of others (e.g., executives, legislators, stakeholders); able to represent the organization at the highest levels.

Self-confidence tempered by diplomacy and humility.

Creative and innovative: applies new ways of thinking and problem solving approaches to develop policy alternatives.

Consensus builder both internally and externally: can formulate strategic and tactical plans for bringing diverse perspectives together; can facilitate discussion and debate that leads to a defensible outcome or solution.

Tolerant of and effective in guiding process decision making; ability to articulate and work through group processes.

Team oriented: ability to build, foster, manage, and lead successful team efforts at all levels within the Department; nurturing management style.

Highest ethical standards and conduct; holds self and others accountable.

Disciplined, dependable, pragmatic, and hardworking.

Commitment to diversity.

Personally committed to the mission and goals of CDA.

DESIRED BACKGROUND/EXPERIENCE

CDA seeks a highly motivated leader committed to advancing programs and services throughout California that support older adults and adults with disabilities to live with dignity and independence. The ideal candidate will have proven experience in addressing a wide range of aging/policy issues; with demonstrated skills in conducting complex analyses; written and oral communications, interagency coordination, and negotiations to advance policy and resolution.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, LONG-TERM CARE & AGING SERVICES DIVISION**, with the **CALIFORNIA DEPARTMENT OF AGING**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application/resume and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and Statement of Qualifications. All applications/resumes must include “to” and “from” dates (month/day/year). The screening committee will compare each applicant’s qualifications for

the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

STATEMENT OF QUALIFICATIONS

In addition to submitting a Standard State Application (STD. 678) and resume, all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics.

- 1) Describe your leadership ability, including techniques you have used in organizing and motivating groups and/or employees, and your abilities to deal effectively with a variety of individuals, stakeholders, and state agencies. Cite at least one specific example of a complex important issue that required you to lead the work of a group in producing a viable proposal or work product resolving/addressing this major issue.
- 2) Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
- 3) Describe your knowledge of, and involvement in, the California legislative and budgetary processes, State control agencies, and other governmental entities involved in operating the Department's programs.
- 4) Describe your ability to effectively communicate and coordinate with high-level management both within and across departments. This includes effective oral and written communication skills and the ability to work collaboratively within a management team in identifying, presenting, and resolving critical issues.
- 5) Describe your knowledge of and experience in administering programs and services for older adults and adults with disabilities (at the State, Federal, and local level), especially as it related to the Older Americans Act and the Medi-Cal program.

The Statement of Qualifications serves as a document of each candidate's ability to communicate in writing clearly and concisely. The Statement of Qualifications should be no more than four pages, single-spaced, and Arial 12 point type font and discuss the five critical factors above. Resumes do not take the place of the Statement of Qualifications.

FILING INSTRUCTIONS

Please include three professional references (names and telephone numbers).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF AGING, Human Resources Section
1300 National Drive, Suite 200, Sacramento, CA 95834
Annette Roberts | (916) 419-7527 | aroberts@aging.ca.gov

ADDITIONAL INFORMATION

You may access an examination bulletin and duty statement at the CDA website located at [www.cda.ca.gov/Career Opportunities](http://www.cda.ca.gov/Career%20Opportunities).

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF AGING reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>